BY ORDER OF THE COMMANDER,
18TH WING (PACAF)

18TH WING INSTRUCTION 13-202

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Space, Missile, Command and Control

FLIGHT LINE DRIVING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 18 OSS/OSAM

Certified by: 18 OSS/CC
(Lt Col Mark R. Arlinghaus)

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This instruction implements Air Force Policy Directive 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management;* AFI13-213, *Airfield Management;* AFI13-204, *Functional Management of Airfield Operations*; AFMAN24-306CH25, *Manual for Wheeled Vehicle Driver,* and AFOSH Standard 91-100, *Aircraft Flightline Ground Operations and Activities*. It provides responsibilities, procedures, and flightline certification and training requirements for the safe control of vehicles and pedestrians on the airfield. This instruction applies to all Kadena Air Base organizations authorized to conduct vehicle operations on the flightline to include contractor personnel and visitors. This publication does apply to the Air National Guard and US Air Force Reserve units on Kadena AB.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. **Chapter 1** has been removed and added in to **Attachment 1**. **Chapter 4** is now **Chapter 5**, **Chapter 8** and **Attachment 9** are combined to alleviate confusion, and new FOD control measures. New or revised material is indicated by an a bar (|).

Chapter 1

FLIGHT LINE DRIVING TRAINING PROGRAM CONCEPT AND RESPONSIBILITIES

1.1. Concept.

1.1.1. The Base Flightline Driving Program Manager (18 OSS/OSAM) is the Office of Primary Responsibility for the Kadena AB Flightline Driving Program. Airfield Management trains and certifies the unit Flightline Driving Program Manager. Unit Flightline Driving Program Managers manage the unit program, train and certify additional flightline trainers if required. These trainers then train and certify unit personnel who have a requirement to drive on the flightline.

1.1.2. The goal of the flightline driving program is to create a safe driving environment. Safe operation of motor vehicles on the flightline is absolutely essential to normal aircraft and maintenance operations. Motor vehicles present a clear and definite danger, both to aircraft and ground personnel. Carelessness, haste, and disregard for established safety standards are the primary sources of aircraft-vehicle collisions and/or incidents and personnel injury with motor vehicles on the flightline.

1.1.3. All personnel operating a vehicle must be trained on local driving procedures and possess a valid AF IMT 483, **Certificate of Competency**, endorsed for flightline driving before operating any vehicle on the airfield. This requirement applies to both military and civilian employees who are either assigned to, visiting, or on temporary duty to this base, and applies to drivers of military, commercial, and private motor vehicles.

1.1.4. Personnel acting as an escort must be authorized and certified to drive on the flightline and be fully aware of associated responsibilities.

1.2. Unit Commanders.

1.2.1. Through the unit Flightline Driving Program Manager, ensure a flightline driving program is established with this and other referenced directives to meet the needs of the organization.

1.2.2. Screen and carefully the select unit Flightline Driving Program Manager to administer the unit flightline driving program. Ensure the unit Flightline Driving Program Manager complies with all training requirements of this instruction. Provide a copy of the appointment letter to 18 OSS/OSAM. Update letter annually and when unit Flightline Driving Program Manager changes.

1.2.3. Ensure newly appointed unit Flightline Driving Program Managers contact 18 OSS/OSAM for training at least 30 days prior to assuming the duties of unit Flightline Driving Program Manager.

1.2.4. Determine if an individual has a valid need to drive on the flightline and is emotionally, mentally, and physically able to perform these duties.

1.2.5. After the appropriate flightline driver's training has been administered, certify the individual to drive on the Kadena AB flightline by signing Section VII, Flightline Driving Authorization, on 18 WG IMT 63.

1.2.6. Upon suspension or revocation of a unit member's USFJ 4EJ, *Operator's Permit for Civilian Vehicle* and/or AF IMT 2293, **US Air Force Motor Vehicle Operator Identification Card**, suspend or revoke the member's flightline driving and/or Annual/Temporary Personal Motor Vehicle (PMV) pass authorization and notify the unit Flightline Driving Program Manager and 18 OSS/OSAM in writing. Upon suspension or revocation of base driving privileges, the Operations Group commander

may authorize reinstatement of flightline driving and/or Annual/Temporary PMV privileges to perform critical mission-essential duties. Forward reinstatement requests to the Operations Group commander via memorandum in-turn to 18 OSS/OSAM.

1.2.7. Limit the number of personnel authorized to drive on the flightline to the absolute minimum necessary to accomplish the mission.

1.3. Unit Flightline Driving Program Manager Responsibilities.

1.3.1. Must be appointed in writing by the unit commander and be certified to operate a vehicle on the flightline if unit has a flightline driving program.

1.3.2. Notify the unit commander when violations occur. Notify the unit commander and Airfield Management after revoking an individual's flightline driving privileges and/or Annual/Temporary PMV privileges.

1.3.3. Immediately notify Airfield Management of any lost or stolen PMV passes.

1.3.4. Develop and administer the unit's flightline driving program in accordance with this instruction.

1.3.5. Ensure the trainee possesses a valid USFJ Form 4EJ and AF IMT 2293.

1.3.6. Ensure the trainee is qualified to drive the type of vehicle tasked to operate.

1.3.7. Maintain the following documentation and ensure each is current and readily available:

1.3.7.1. Unit Flightline Driving Program Manager appointment letter.

1.3.7.2. All training and certification documentation for all unit personnel issued an AF IMT 483.

1.3.7.3. Listing of all unit personnel authorized to drive on the flightline. Review and update the listing of all unit personnel authorized to drive on the flightline at least quarterly. Forward a copy to the Deputy Chief Airfield Management. The list should include name, grade, AF IMT 483 certificate number, date of issue and DEROS.

1.3.7.4. Maintain a current listing of all unit flightline trainers.

1.3.7.5. Unit Self-Inspection Checklist (**Attachment 2**) and last inspection results.

1.3.8. At no later than 30 days prior to assuming unit Flightline Driving Program Manager duties, ensures replacement unit Flightline Driving Program Manager is certified to drive and manage their unit flightline driving program by 18 OSS/OSAM.

1.3.9. Conduct and document a self-assessment of the unit's flightline driving program using **Attachment 2** of this instruction at least semi-annually or when a change of unit Flightline Driving Program Manager occurs.

1.3.10. Maintain a copy of signed PMV pass requests approved by Airfield Management.

1.4. Base Flightline Driving Program Manager Responsibilities.

1.4.1. Provide quality assurance over the flightline driving program and assist the unit Flightline Driving Program Manager with their unit flightline driving program.

1.4.2. Inspect each unit's flightline driving program annually or as requested by unit commanders. Inspection will focus on program integrity, compliance, and support. Results will be briefed at the Airfield Operations Board (AOB).

1.4.3. Enforce provisions outlined in applicable instructions, manuals, and policy letters regarding vehicle operations on the flightline and suspend or revoke flightline driving and/or Annual/Temporary PMV pass privileges as required. Notify the unit commander and unit Flightline Driving Program Manager when revoking an individual's flightline driving and/or Annual/Temporary PMV pass privileges. Maintain records of all flightline driving violations.

1.4.4. Attend base and unit Flightline Driving Program Manager meetings as required. Provide guidance on incidents that occurred on the flightline to include runway intrusions, safety violations, any changes to driving procedures, and reports of vehicle FOD. Brief unit Flightline Driving Program Managers on current and/or pending construction projects that will impact normal driving operations and inspection results.

1.4.5. Brief AFI13-204, *Functional Management of Airfield Operations, Chapter 4.7* agenda items at the AOB.

1.4.6. Brief the 18th Operations Group Commander (18 OG/CC) on all runway intrusions.

1.4.7. Train unit Flightline Driving Program Managers on flightline driving requirements.

1.4.8. Write and maintain the flightline driver's test. Provide copy to unit Flightline Driving Program Managers.

1.4.9. Provide flightline driving training information and material to unit Flightline Driving Program Managers as required.

1.4.10. Train, certify, and issue temporary flightline authorization to non-unit assigned individuals such as contractors working on the airfield when not directly supporting a unit with a unit Flightline Driving Program Manager.

1.4.11. Establish contractor routes to and from work areas on the airfield.

1.4.12. Process requests for flightline PMV passes. Maintain records of annual and temporary flightline driving permits issued annually.

1.4.13. Periodically stop vehicles on the flightline and verify members are flightline qualified.

1.4.14. Periodically check all PMVs to ensure a valid vehicle pass is visible while on the airfield.

1.4.15. Immediately notify 18th Security Forces Squadron (18 SFS) of any lost or stolen PMV passes.

1.4.16. In conjunction with 18th Wing Safety (18 WG/SE), investigate and document serious flightline violations (runway intrusions).

1.4.17. Coordinate waiver requests on individuals that fail color vision requirements.

1.4.18. Provide 18 SFS with a current listing of all PMV passes.

1.4.19. Monitor radios for proper radio terminology/phraseology and discipline. Report and document the results of spot checks (unit/office symbol) in the "status of flightline driving" section of AOB minutes.

1.4.20. Conduct a quarterly Flightline Driving Program Manager meeting. Ensure all units who have a flightline driving program have a Flightline Driving Program Manager attend.

1.5. Medical Group Responsibilities.

1.5.1. Verify an individual's color vision by reviewing medical records or conducting a color vision screening to ensure the individual can distinguished between red, green, white, yellow, and, blue.

1.5.2. Annotate status of color vision in section II on 18 WG IMT 63**, Request for Flightline Drivers Training and Certification**.

1.6. Contracting Responsibilities.

1.6.1. Inform Airfield Management on all contracts that will involve the airfield environment. Ensure routes to and from the airfield construction sites are approved by Airfield Management and published in the contract.

1.6.2. Inform Airfield Management of all pre-construction meetings involving contracts that will require driving within the airfield environment.

1.6.3. Ensure all contracts requiring access to the airfield state that contractors must contact Airfield Management for training and safety briefings about flightline driving procedures, and that compliance with this instruction is mandatory. This briefing must be conducted before the work on the airfield starts.

1.6.4. Ensure all project supervisors or designated representatives report to Airfield Management prior to starting work each day and after work is completed for the day.

1.7. Public Affairs Responsibilities.

1.7.1. Inform Airfield Management of all tours that will require driving on the flightline.

1.7.2. Ensure drivers contact Airfield Management for training on proper flightline driving procedures.

1.8. Safety Responsibilities.

1.8.1. Coordinate with Airfield Management and unit Flightline Driving Program Managers to ensure a proper flightline driving program is being conducted. Conduct and document an annual review of the base flightline driving program.

1.8.2. Conduct periodic spot inspections of flightline driving violations. Provide Airfield Management a copy of any documented results.

1.9. Security Forces Responsibilities.

1.9.1. Inspect, as required, PMVs to ensure they have a valid flightline PMV pass. Secure any flightline PMV pass that has expired, was reported lost or stolen, or is being used for an unauthorized purpose and escort the vehicle off the flightline. Forward the pass to Airfield Management with information pertaining to the incident.

1.9.2. Direct all civilian personnel requiring access to the airfield to Airfield Management for processing. Ensure a representative escorts delivery personnel making deliveries to airfield construction sites.

1.10. Control Tower Responsibilities.

1.10.1. Control vehicles operating on the airfield in accordance with FAAO 7110.65, *Air Traffic Control,* 18 WGI 13-201, *Air Traffic control/Airfield Management,* and this instruction.

1.10.2. Immediately report violations of this instruction to Airfield Management Operations. File an AF IMT 457, **USAF Hazard Report**, or AF IMT 651, **Hazardous Air Traffic Report**, as required and provide a copy to Airfield Management Operations.

1.10.3. When unable to establish communications with personnel in the Radio Controlled Area (RCA):

1.10.3.1. Immediately notify Airfield Management Operations of the situation.

1.10.3.2. Attempt to contact the vehicle by using light gun signals.

1.10.3.3. If on the runway, raise or lower the intensity of the runway edge lights. This signal directs personnel to immediately exit the runway and establish communication with tower.

Chapter 2

FLIGHT LINE DRIVING TRAINING AND CERTIFICATION PROCEDURES

2.1. General.

2.1.1. The unit commander, through the unit Flightline Driving Program Manager, is responsible for the unit's overall training program.

2.1.2. All personnel having a requirement to drive on the Kadena AB flightline must be trained and certified in accordance with this instruction. Unit Flightline Driving Program Managers will provide Airfield Management an appointment letter for all flightline driving trainers.

2.1.3. Unit Flightline Driving Program Managers are responsible for training personnel within their respective organizations, to include temporary duty (TDY) personnel. Unit Flightline Driving Program Managers not flightline driving certified may contact 18 OSS/OSAM for guidance and assistance.

2.2. Unit Flightline Driving Program Manager Responsibilities.

2.2.1. Accomplish an initial review of each individual's driving record. The initial review will ensure the individual possesses a valid state, government, and USFJ 4EJ driver's license, the individual is qualified to operate all vehicles listed on the government driver's license, and the individual's driving privileges have not been revoked.

2.2.2. Confirm training and certification documentation on all required tasks in Section VI, Certification of Trainee on 18 WG IMT 63.

2.2.3. Ensure all personnel receiving an AF IMT 483, provide the Base Flightline Driving Program Manager a copy of the following: 18 WG IMT 63, **Attachment 3**, **Attachment 5**, and the test score sheet from the Flightline Driving Computer Based Training (CBT) Module.

2.2.4. Ensure additional training is conducted and documented on personnel who fail a test or commit a violation.

2.3. Unit Flightline Driving Trainers Responsibilities.

2.3.1. Unit trainers will be assigned and trained by their unit Flightline Driving Program Manager. It is recommended that units have one trainer for every 20 flightline drivers.

2.3.2. Minimum requirements for all unit flightline driving trainers:

2.3.2.1. Are designated by their unit commander.

2.3.2.2. Have a current AF IMT 483 stamped "AUTHORIZED KADENA AIR BASE FLIGHT LINE."

2.3.2.3. Are assigned duties involving driving on the flightline.

2.3.2.4. Be highly qualified and knowledgeable in all aspects involving unit operations and airfield procedures.

2.3.2.5. Remain qualified on tasks for which they train or certify others.

2.3.2.6. Conduct training in accordance with the unit's training program and this instruction.

2.3.2.6.1. Annotate all training on the 18 WG IMT 63. Also, annotate training using **Attachment 3**. **Attachment 3**, 18 WG IMT 63, and all test results will be brought to Base Flightline Driving Program Manager's Office for approval.

2.4. Trainee.

2.4.1. Provide feedback to trainer and unit Flightline Driving Program Manager on training received.

2.4.2. Comply with requirements in this instruction.

2.4.3. Complete the Flightline Driving CBT and written tests.

2.5. Unit Flightline Driving Program.

2.5.1. The unit Flightline Driving Training Program Guide (**Attachment 3**) outlines the minimum training requirements for a unit flightline training program. Units may add additional training material applicable to their unit.

2.6. Prerequisites for Flightline Driving Training.

2.6.1. Before training an individual on flightline driving, the unit Flightline Driving Program Manager will initiate an 18 WG IMT 63.

2.6.2. The unit Flightline Driving Program Manager shall ensure the individual possesses a valid USFJ Form 4EJ and AF IMT 2293. An AF IMT 2293 is not required if the individual has their USFJ 4EJ stamped with GMV Authorization.

2.7. Color Vision Screening.

2.7.1. Personnel must have the color vision ability to distinguish between red, green, white, yellow, and blue.

2.7.2. The 18th Medical Group will review an individual's medical records or conduct color vision screening to ensure the individual is not color blind. Annotate color vision status in Section II on 18 WG IMT 63.

2.7.3. If an individual's AFSC requires the individual not to be color blind for award of AFSC, individual's supervisor may sign off Section II. Under these circumstances, the individual is exempt from testing provided previous results are favorable and official documentation from the hospital is provided when requesting an AF IMT 483.

2.7.4. Individuals who fail color vision requirements must obtain wavier approval from the Airfield Manager. Per AFI13-213*, Airfield Management* waivers to color vision requirements can only be approved for non-radio controlled areas.

2.7.4.1. Unit commanders may request a waiver, by letter, submitted to Airfield Management. Airfield Management will coordinate requests with the unit Flightline Driving Program Manager, 18th Medical Group, and 18th Wing Safety. A practical driving evaluation will be conducted. Results will be annotated on the waiver request letter. If an AFSC specifies the individual can not be color blind, a waiver will be disapproved.

2.7.4.2. If approved by the Airfield Manager, the individual's AF IMT 483 will be stamped "AUTHORIZED KADENA AB FLIGHT LINE LIMITED ACCESS."

2.7.4.3. The approved waiver documentation must be maintained with the 18 WG IMT 63.

2.8. Qualification Training.

2.8.1. As a minimum, flightline driving training will consist of:

2.8.1.1. Reading of this instruction, 18 WGI 13-202, and AFMAN24-306CH25, and any additional material particular to the assigned unit. Unit Flightline Driving Program Managers are responsible for issuing this material.

2.8.1.2. Academic Classroom Training.

2.8.1.3. Light Gun Signal Recognition Test, if Radio Controlled Area (RCA) access is required.

2.8.1.4. One daytime orientation tour (practical) on training items in the unit's flightline driving training program guide.

2.8.1.5. One nighttime orientation tour (practical) on training items in the unit's flightline driving training program guide. Nighttime orientation is required only for personnel who drive on the flightline during the hours of darkness. Individuals who have not received a night orientation ride will not be able to operate the vehicle at night. Base Flightline Driving Program Manager will annotate "Not authorized to drive at night" on the reverse side of the AF IMT 483.

2.8.1.6. Day and night check rides.

2.8.1.7. Accomplish as a minimum one practical driving evaluation to certify items in the unit flightline driving training program guide.

2.8.2. Document completed training on 18 WG IMT 63. The trainee and the trainer will sign off all of the required training blocks and the date training was completed. Trainee will report to the unit Flightline Driving Program Manager for the written flightline driving examination. Only those personnel completing all training requirements will be scheduled for testing.

2.8.3. Driving in Chemical Ground Crew Ensemble (GCE).

2.8.3.1. IAW AFI 24-301, *Vehicle Operations,* additional training is required to operate vehicles in chemical warfare gear. This training will be coordinated by your unit VCO and documented in personnel training records.

2.8.3.2. A spotter will be used when backing a vehicle while wearing the GCE and mask to increase safe operating practices because of severely limited vision and slowed reaction time.

2.8.3.3. All training tasks are taken from the 2T1X1 CFETP dated 1 Jan 01, task 3.23, Operate Vehicles under Contingency Environments.

2.8.3.4. No one will operate a vehicle in the RCA while in GCE.

2.9. Written Flightline Driving Examination.

2.9.1. The trainee must complete all of the unit's flightline driving training program guide and 18 WG IMT 63, section III, parts 1 through 8 before being administered a flightline driving closed book, 25 multiple choice question test developed by the Base Flightline Driving Program Manager.

2.9.2. Unit Flightline Driving Program Managers have the option to add any questions to the test applicable to the unit.

2.9.3. When reporting to the unit Flightline Driving Program Manager for testing, the trainee will hand carry the 18 WG IMT 63 and the unit flightline driving training program guide. The unit Flightline Driving Program Manager will ensure all training requirements are complete prior to administering the test.

2.9.4. Minimum passing score is 90% with an on-the-spot correction to 100%. Annotate score on the 18 WG IMT 63.

2.9.5. Trainees who fail the examination must:

2.9.5.1. First Time Failures: Receive additional training by the unit Flightline Driving Program Manager. This training will be documented on a memorandum for record and attached to the Training and Certification letter. Drivers can be rescheduled for testing upon completion of additional training but no earlier than 7 days from the failure.

2.9.5.2. Second Time Failures: Receive additional training by the unit Flightline Driving Program Manager. This training will be documented on a letter from the unit commander with a justification stating the trainee is safe to conduct flightline operations. Drivers can be rescheduled for testing upon completion of additional training and the commander's endorsement letter but no earlier than 14 days from the failure.

2.9.5.3. Third Time Failures: Will not be granted driving privileges.

2.9.6. The written flightline test is a controlled document. Unit Flightline Driving Program Managers are responsible for protecting the integrity of the test and safeguarding it against compromise.

2.10. Trainer, Trainee, and Unit Flightline Driving Program Manager Certification.

2.10.1. After completion of all flightline driving qualification training and written flightline driving examination, the trainer will sign section IV certifying that the trainee has been fully trained on flightline driving IAW this instruction.

2.10.2. The trainee will sign section V certifying they have received training as required and are considered qualified to drive on the Kadena AB flightline.

2.10.3. The unit Flightline Driving Program Manager certifies in section VI that a qualified trainer for flightline driving has trained the trainee.

2.11. Squadron Commander or Designated Representative Authorization. The trainee's squadron commander or designated representative certifies in section VII, Flightline Driving Authorization, the individual has successfully completed flightline driver's training and approves flightline driving authorization.

2.12. AF IMT 483, Certificate of Competency.

2.12.1. Unit Flightline Driving Program Managers will complete an AF IMT 483, **Certificate of Competency**. See **Attachment 4** on the procedures to properly fill out an AF IMT 483.

2.12.2. AF IMT 483 may either typed or hand-written.

2.13. Airfield Management Approval.

2.13.1. The Base Flightline Driving Manager approves and validates Flightline Driving Authorization in Section VIII, Airfield Management. Report to Airfield Management in the AMC Terminal, Bldg 3409, Room 109, with a completed **Attachment 3**, 18 WG IMT 63, all test results and AF IMT 483 (paragraph **2.2.3.**).

2.13.2. The Base Flightline Driving Manager will verify training, testing documentation, and endorse/stamp the AF IMT 483 with "AUTHORIZED KADENA AIR BASE FLIGHT LINE." The over stamped AF IMT 483 indicates the bearer has completed all required flightline driving training and is authorized to drive on the Kadena AB flightline.

2.13.3. Approximately 10% or more of the applicants will be administered a random written flightline driving examination.

2.13.4. Return all paperwork to the unit Flightline Driving Program Manager via the trainee for filing.

2.14. Annual Refresher Training.

2.14.1. The unit Flightline Driving Program Manager will conduct refresher training once a year as a minimum. Annual training will include a review of this instruction, any special interest items provided by Airfield Management, and a written test with a score of 90% or better and the CBT with a score of 80% or better. Current written test will be filed with the rest of the individual's paperwork.

2.14.2. Annotate refresher training on the rear of the AF IMT 483 with the date and name of the individual conducting the refresher training. Unit Flightline Driving Program Manager's will document refresher training in unit tracking logs.

2.15. Disposition of Documentation.

2.15.1. The 18 WG IMT 63 is the only source document to be used for annotating flightline driving training and certification. Units retain this document until the individual PCSs or are no longer authorized to drive on the flightline.

2.15.2. The losing unit Flightline Driving Program Manager will give the driver all training and certification documentation (e.g., 18 WG IMT 63, color vision waivers, etc.) and update their unit's list.

2.15.3. Members who PCS or separate must turn their AF IMT 483 into their unit Flightline Driving Program Manager. This is to ensure the unit listing is updated. Training and certification documentation may be given to the individual.

2.15.4. Members who lose their AF IMT 483 will:

2.15.4.1. Complete a new card with their former squadron number on it. The unit Flightline Driving Program Manager will complete a new AF IMT 483, with a new sequence number, when an individual loses his/her AF IMT 483 and the existence of a former number can not be verified.

2.15.4.2. Hand carry the new AF IMT 483 and original training and certification letter to 18 OSS/OSAM.

2.15.4.3. The 18 OSS/OSAM will verify training and testing documentation and endorse the new AF IMT 483.

2.15.5. Members who PCA will:

2.15.5.1. Turn in their AF IMT 483 to the losing unit Flightline Driving Program Manager.

2.15.5.2. The losing unit Flightline Driving Program Manager will give the driver all training and certification documentation, e.g., 18 WG IMT 63, color vision waivers, etc., and update their unit's list.

2.15.5.3. The driver will then turn in the training and certification documentation to the gaining unit Flightline Driving Program Manager.

2.15.5.4. Gaining unit Flightline Driving Program Manager will verify training and certification information, complete a new AF IMT 483 with next squadron number, and update their unit's list.

2.15.5.5. The driver will report to the unit Flightline Driving Program Manager with the new AF IMT 483 and the former training and certification letter. The unit Flightline Driving Program Manager will verify training and testing documentation and endorse the AF IMT 483.

Chapter 3

RADIO CONTROLLED AREA COMMUNICATION PROCEDURES

3.1. General.

3.1.1. Only operators certified in accordance with **Chapter 4** may cross runways. Crossing the runways shall be kept to an absolute minimum. Do not cross runways for convenience. Perimeter Road shall be used to travel to the opposite side of the airfield, and Centerline Road for travel in between the runways. Crossings are limited to vehicles transporting hazardous materials, vehicles engaged in continuous operation on the airfield (Airfield Management, Transient Alert, Civil Engineers, etc.), K-loaders, tugs, responding emergency vehicles, and those vehicles designated as too large to transit perimeter road. Airfield Management will insure the number of drivers with this certification will be kept to an absolute minimum.

3.1.2. Taxiway Delta is the primary airfield crossing point. When control tower personnel are operating from their alternate location (building 3300, Fire Station 2), Taxiway Echo will be the primary crossing route.

3.1.3. The control tower is responsible for the control of vehicles crossing or operating on the runways.

3.1.4. Vehicles entering the RCA must have two-way radio contact with the tower or be escorted by a vehicle, meeting this requirement. Vehicle operators shall remain in radio contact with the tower while in the RCA. A vehicle with direct two-way radio contact with the control tower may escort a maximum of five non-radio equipped vehicles requiring runway crossings. Vehicle operators escorted in RCAs shall remain in visual and voice contact with the escort vehicle operator and shall adhere to any escort instructions. After obtaining control tower approval for crossing, the escort vehicle will ensure all vehicles cross the runway. The escort vehicle will notify the control tower when all vehicles are beyond the established hold lines.

3.1.5. Vehicle approaching the RCA will stop at the VRF/instrument hold lines and obtain clearance prior to crossing. (see **Attachment 5**).

3.1.6. Vehicles operating in any RCA shall use all installed vehicle lighting (headlights, emergency flashers, and emergency rotating beacons) to maximize their contrast to the landing environment. Special care must be taken during periods of restricted visibility when control tower visual surveillance of the landing area is degraded.

3.1.7. Vehicles requesting to cross the runway at a specific location shall do so expeditiously after receiving the control tower's approval. Vehicles requesting access onto the runway to a specific location shall remain in the immediate vicinity of that location unless later requested and authorized by the control tower to move. Vehicles anticipating travel along the length of the runway shall advise tower upon initial request.

3.1.8. On taxiways Alpha, Bravo, the north-side of taxiway Echo, and taxiway Foxtrot, the instrument Hold Line is the primary hold line. Vehicle operators must stop at this line and request permission from the Control Tower before proceeding. Never cross the Instrument Hold Line without permission from the Tower.

3.2. Vehicle Communications Procedures.

3.2.1. Strict radio discipline is mandatory. No Citizen Band (CB), sarcastic, superfluous, obscene, or deceptive transmissions shall be made. Call signs shall be used at all times.

3.2.2. To eliminate miscommunications and possibly compromising safety, it is imperative Air Traffic Control phraseology is adhered to. Refer to **Attachment 9** for authorized transmission phraseology. Under no circumstances shall the vehicle be driven onto the runway if there is any uncertainty concerning approval.

3.2.3. Vehicle operators shall look both ways for aircraft landing/departing/taxiing prior to calling the tower.

3.2.4. Normal communications to the tower will be initiated with call sign (who you are), present location (where you are), and request (what you want to do).

3.2.5. The only word authorizing a vehicle to operate near, enter, or cross any RCA is **"PROCEED"**. The word **"PROCEED"** may be accompanied with other words or phrases.

3.2.6. **"HOLD"** will indicate disapproval of an operator's request. **"HOLD"** may be accompanied with other words or phrases; however, if this word is used, the vehicle operators will NOT ENTER the RCA.

3.2.7. All vehicle operators will ensure the tower uses their exact call sign. Hearing the correct location of your vehicle but the wrong call sign does not give approval for your request. For example, if your vehicle's call sign is Bearcat 10 and you are requesting access on taxiway Charlie and tower gives approval for Bearcat 01 to proceed on taxiway Charlie, you do not have approval to cross until the tower states the correct call sign, even if it appears obvious you are the only vehicle at that location.

3.2.8. Vehicle operators will repeat all instructions verbatim back to the tower prior to moving the vehicle. Due to the complexity of air traffic control, other instructions may be given. It is important vehicle operators listen carefully and repeat the instructions, as they understand them. When reporting off of a movement area, the vehicle operator will ensure a response indicating the tower understands the vehicles have exited the movement area.

NOTE: The control tower is often busy on other frequencies and may take some time to respond. Vehicle operators should be patient and wait at least one full minute before calling again.

3.2.9. If other vehicles will accompany the vehicle requesting access to an area, the vehicle operator must say the word, "plus" and the number that will accompany, for example; "OPS 1 plus 2".

3.2.10. Never use the phrases "CLEAR", "CLEARED", OR "CLEARANCE". These words are used strictly by air traffic control in communication with an aircraft only.

3.3. Control Tower Light Gun Signals.

3.3.1. Light gun signals from the tower are used to control vehicle traffic on the flightline during communication outages.

3.3.2. All vehicles will have a light gun placard or decal displayed in plain view of the driver. Drivers will know and comply with the following signals:

3.3.2.1. Steady Green Light: "Proceed Across".

3.3.2.2. Steady Red Light: "STOP! Vehicle will not be moved".

3.3.2.3. Flashing Red Light: “Immediately exit the runway”.

3.3.2.4. Flashing White Light: “Return to starting point”.

3.3.2.5. Red and Green Light: “General warning. Exercise extreme caution”.

3.3.3. In the event vehicles on the runway do not respond to light gun signals, the tower will raise and lower the intensity of the runway lighting. This signal means to immediately exit the runway and establish communications with the tower.

3.3.4. Extreme caution should be used not to confuse the rotating beacon with the tower light guns signal. Tower light gun signals can be observed through the large glass windows of the tower cab.

Chapter 4

RADIO CONTROLLED AREA TRAINING AND CERTIFICATION PROCEDURES

4.1. General.

4.1.1. Unit Flightline Driving Program Managers are responsible for training their personnel on RCA crossing procedures. Unit Flightline Driving Program Manager must provide Airfield Management an appointment letter for RCA trainers and must be qualified for RCA operations themselves.

4.1.2. The only individuals authorized to train personnel on RCA crossing procedures are those with "RADIO CONTROLLED AREA CERTIFIED, KADENA AIR BASE", stamped on the back of the AF IMT 483. The unit commander must appoint individuals designated as flightline driving trainers in writing.

4.2. Training and Certification Procedures.

4.2.1. Prior to receiving RCA certification, operators must do the following:

4.2.1.1. Possess an AF IMT 483 issued at Kadena AB.

4.2.1.2. Receive training from the unit Flightline Driving Program Manager on RCA access and runway crossings. Training should include everything outlined in **Attachment 3**. Training will be documented on the Documentation of RCA Training and Certification Form, **Attachment 5**.

4.2.1.3. Personnel shall demonstrate proficiency to their unit trainer (Practical RCA Test).

4.2.1.4. Take a 25 question written test, administered by the unit Flightline Driving Program Manager, developed by 18 OSS/OSAM. Test consists of nine multiple-choice questions and a blank airfield diagram that will require the location of the runways and taxiways to be marked. Passing is 90% corrected to 100%.

4.2.1.5. 18 OSS/OSAM approves and validates RCA certification. Bring an unlamented AF IMT 483 and Documentation of RCA Training and Certification paperwork to this office for validation and processing. The back of the AF IMT 483 will be stamped "Radio Controlled Area Certified, Kadena Air Base" with a signature of an Airfield Management representative.

4.2.2. Return all certification paperwork to unit Flightline Driving Program Manager for filing.

4.3. Disposition of Radio Controlled Area Certification.

4.3.1. Unit Flightline Driving Program Managers maintain the RCA and certification form until the member PCSs or is no longer authorized to drive on the flightline.

4.3.2. If member PCAs to another squadron where job duties still require access to the RCA, forward document to the gaining unit Flightline Driving Program Manager. The gaining Flightline Driving Program Manager will complete a new AF IMT 483.

Chapter 5

VEHICLE OPERATIONS ON THE FLIGHT LINE

5.1. Definitions.

5.1.1. Airfield/Flightline: The area bound by perimeter road or the perimeter fence which includes the runways, taxiways, infield, flightline, buildings, hangars, facilities, parking aprons, hardstands, and flightline ECPs.

5.1.2. Airfield Interior/Access Roads: All roads within the airfield environment not designated as a runway, taxiway, or apron.

5.1.3. Aircraft Movement Area: Runways, overruns, helipads, vertical take-off and landing (VTOL) pads, taxiways, service aprons and hardstands.

5.1.4. Aircraft Taxi Area: The portions of the airfield used by aircraft moving from the aircraft parking area to the aircraft movement area.

5.1.5. Aircraft Landing Area: Runway 05R/23L, 05L/23R, Charlie Helipad between runway 05R/23L and taxiway Kilo on taxiway Charlie, VTOL Pad on taxiway Charlie between the runways, Echo Helipad on taxiway Echo between runway 05L/23R and taxiway Lima, and the Rescue Helipad on Taxiway Charlie between runway 05L/23R and Taxiway Lima.

5.1.6. Aprons: Paved areas provided for aircraft parking, servicing, unloading, and loading. Aprons for Kadena AB includes Service Aprons 1-5, *Operational Spots and Transient Ramps*.

5.1.7. Centerline Road: Access road located in between the runways. Centerline Road is in the RCA, and usage is limited to those agencies requiring access to the immediate area in the performance of their official duties (e.g. Airfield Management, Airfield Lighting, Barrier Maintenance, Metnav Maintenance, Mowers, etc.).

5.1.8. Chief Servicing Supervisor (CSS): Individual responsible for controlling and monitoring all concurrent servicing operations to include cargo/baggage loading/unloading, maintenance, fuel, oxygen, and fleet servicing. Supervises the movement of equipment into and out of concurrent servicing area.

5.1.9. Circle of Safety: Within 25 feet of an aircraft.

5.1.10. Flightline Authorized Drivers: Personnel who have undergone flightline driving training, been approved by Airfield Management, issued an AF IMT 483 or a temporary flightline driving permit, and have unit commander-directed access to the flightline for mission-essential tasks.

5.1.11. Foreign Object Damage (FOD): Used to denote any foreign object, which could cause damage to aircraft.

5.1.12. Fuel Servicing Safety Zone (FSSZ): The safety zone is the area within 15 meters (50 feet) of a pressurized fuel carrying servicing component; e.g., servicing hose, fuel nozzle, single-point receptacle (SPR), hydrant hose cart, ramp hydrant connection point, and 7.6 meters (25 feet) around aircraft fuel vent outlets. During refueling, active ignition sources such as sparks from ground support equipment or jet engines (aircraft) are prohibited from a zone around the aircraft. For additional information, see Air Force T.O. 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*.

5.1.13. Movable Obstacles: Moving or parked vehicles, construction equipment, AGE, fire extinguishers, aircraft chalks, maintenance stands, etc., posing a hazard to aircraft.

5.1.14. Service Aprons/Hardstands: Used for servicing, loading, unloading, and parking aircraft.

5.1.15. Helipads: Helipads allow for a helicopter hovering, landing, and take-off except at facilities where helicopter runways are provided, helipads are the landing and take-off locations for helicopters.

5.1.16. Overruns: Paved portions extending outwards 1,000 feet at both ends of runway 05R/23L and on the west end of runway 05L/23R.

5.1.17. Radio Controlled Area: Airfield areas that require two-way radio contact with the Control Tower. The area to include and between the two parallel runways (05R/23L, 05L/23R), (Overruns, Centerline Road, Charlie Helipad located on taxiway Charlie between taxiway Kilo and Runway 05R/23L), VTOL Pad located on taxiway Charlie in between the runways, Rescue Helipad located on taxiway Charlie between 05L/23R and taxiway Lima, Echo Helipad located at taxiway Echo between 05L/23R and taxiway Lima, and any area within 100 feet of these areas (see **Attachment 7**).

5.1.18. Restricted Area: A legally established military zone under Air Force jurisdiction into which persons may not enter without specific authorization. Vehicles requiring access to or from restricted areas will do so only at designated entry/exit control points.

5.1.19. Runway 05R/23L: 12,100 x 200 feet.

5.1.20. Runway 05L/23R: 12,100 x 300 feet.

5.1.21. Taxiways: Pavement provided for the ground movement of aircraft. Taxiways connect the parking and maintenance areas of the airfield with the runways and provide access to hangers, docks, various parking aprons, hardstands, and pads. Taxiways for Kadena AB include: Running north-south intersecting the runways are Alpha, Bravo, Charlie, Delta, Echo, and Foxtrot. Taxiway Hotel runs North to South between Taxiway Golf and Kilo. Running west-east are Golf, Juliet, Kilo, Lima, Mike, November, and Papa.

5.1.22. Upper Fighter Ramp (UFR): F-15 parking area.

5.1.23. Vehicles: Any mechanical device moving on the ground, including bicycles, golf carts, excluding aircraft.

5.1.23.1. General Purpose Vehicles: Vehicles 1.5 tons and less required for airfield mission support.

5.1.23.2. Government Motor Vehicle: All motorized vehicles owned by the US Government.

5.1.23.3. Parked Vehicles: Vehicles, which are unattended, where no one is sitting in the driver's seat.

5.1.23.4. Priority Vehicles: Crash or fire vehicles, ambulances, Safety, Airfield Management, and Security Forces vehicles responding to an emergency or immediate response situations which have operational priority over other vehicles.

5.1.23.5. Private Motor Vehicles (PMV): All motorized vehicles not owned by the US Government.

5.1.23.6. Special Purpose Vehicles: Vehicles designed for special requirement, such as tugs, forklifts, K-loaders, fuel trucks, and heavy equipment.

5.1.23.7. Stopped Vehicle: Not moving, with the operator in full control of the vehicle.

5.2. Airfield Markings.

5.2.1. Edge of Stressed Pavement Marking: A double yellow line used to mark the edge of the pavement stressed to support aircraft. See **Attachment 6**.

5.2.2. Hold Line: A solid yellow line adjacent to a dashed yellow line, located 100 feet from the edge of the runways, helipads, and the VTOL pad. Vehicles and aircraft must contact the control tower and obtain permission prior to proceeding beyond the hold line. See **Attachment 6**.

5.2.3. Instrument Landing System Hold Line: These lines consist of two parallel solid yellow lines with vertical stripes and the letters "INST" stenciled on the movement surface facing the driver. Instrument hold lines are located on taxiways Alpha, Bravo, Echo, and Foxtrot. You must have permission from the tower to proceed past this line. See **Attachment 6**.

5.2.4. Restricted Area Boundary Markings: A solid red line used to designate restricted areas. Vehicles requiring access to or from restricted areas will do so in designated entry/exit control points (ECP). All personnel entering restricted areas must have a valid restricted area badge authorizing access to the area in question or an escort who has proper access. See **Attachment 6**.

5.2.5. Taxiway Centerline Marking: Solid yellow line used to designate the center of the taxiway. See **Attachment 6**.

5.2.6. Wingtip Clearance Line: A solid yellow line parallel to the taxiway centerline crossing hardstands and service aprons marking the minimum distance vehicles and ground equipment must be maintained from the taxiway centerline to ensure wingtip clearance for the largest aircraft allowed to taxi on the associated taxiway. In the upper fighter ramp parking area and taxiway Gulf from taxiway Echo to the northeast connector, a dashed line verses a solid yellow line is used to represent the wingtip clearance line to eliminate confusion with the taxiway centerline. See **Attachment 6**.

5.2.7. Taxi Lane Edge Stripes: Two broken stripes separated by a six inch wide gap. The stripes are 15 feet long with 25 foot gaps between them. This marking is used to define the limits of a designated taxi route where the surrounding pavement is for use by aircraft.

5.2.8. Stop Bars: Single white stripe located on all vehicle access roads leading to runways and taxiways. Vehicles must stop and obtain permission from the tower before proceeding into any RCA via an access road. Stop Bars are used to ensure vehicles stop and look before proceeding. See **Attachment 6**.

5.3. Airfield Signs.

5.3.1. Caution Entering Active Taxiway: White signs with black letters warning personnel they are entering an active taxiway.

5.3.2. Contact Tower Sign: White signs with black letters and a "Do Not Enter" symbol, located adjacent to the runway hold lines, indicate the RCA boundary. See **Attachment 6**.

5.3.3. Controlled Area Signs: White signs with red and black letter. Used by Security Forces to designate the airfield perimeter. See **Attachment 6**.

5.3.4. No Unauthorized Drivers or Vehicle Signs: Brown signs with white letters located at various flightline entry access points. See **Attachment 6**.

5.3.5. FOD Check Signs: Located on all flightline access roads and centerline road. These are painted on the pavement with red letters with a white background. See **Attachment 6**.

5.4. Airfield Lighting.

5.4.1. Runway Lights: White lights located on the runway edges. These high-intensity lights run the length of the runway and identify the runway edge.

5.4.2. Taxiway Lights: Blue lights used to outline taxiways.

5.4.3. Taxiway Entrance/Exit Lights: Double blue lights used to identify entrances and exits.

5.4.4. Airfield Rotating Beacon: Green and split (double peaked) white light, located on top of the Kadena Control Tower. Beacon is on during the hours of darkness or inclement weather. This beacon can periodically be out of service.

5.4.5. Light Gun Signals: Various light signals used to control aircraft and vehicles on the airfield when communications can not be established. See Para **3.3.** and **Attachment 6**.

5.4.5.1. Extreme caution should be used not to confuse the rotating beacon with the tower light gun signal. Tower light gun signals can be observed through the large glass windows of the tower cab.

5.5. Obstacle Criteria.

5.5.1. An obstacle is anything posing a threat to aircraft movements, e.g.; fire bottles, maintenance stands, vehicles, AGE, etc.

5.5.2. Obstacles must remain at least 1,000 feet from runway centerlines, 200 feet from taxiway centerlines, and will vary from the edge of aprons, IAW UFC 3-260-01, when not directly supporting aircraft.

5.5.3. Equipment and vehicles not directly supporting aircraft must be parked or placed at the nose of the aircraft with the driver's side closest to the aircraft.

5.5.4. Equipment may be pre-staged on parking aprons or hardstands no earlier than 1 hour prior to the arrival of the aircraft it will support and removed as soon as possible.

5.6. Authorized Vehicles.

5.6.1. Government motor vehicles in the performance of official duties.

5.6.2. Privately owned vehicles possessing a flightline PMV pass in the performance of official duties.

5.6.3. Rental vehicles utilized by deployed personnel possessing a flightline PMV pass in the performance of official duties.

5.6.4. Contractor vehicles possessing a flightline PMV pass in the performance of contracted duties.

5.6.5. Unit owned bicycles can be used on the parking aprons in the performance of assigned duties provided the operator has an AF IMT 483. Tricycles will have a suitable braking device engaged when parked on the flightline. Night operation requires an operational headlamp and reflectors or reflector tape.

5.6.6. Golf-type carts or similar utility vehicles will follow all rules established for general and special purpose vehicles and will be equipped with forward and rear lamps if operated at night. The operator will have an AF IMT 483.

5.7. Unauthorized Vehicles. Motorcycles, mopeds, and two-wheeled scooters are not authorized on the Kadena AB flightline.

5.8. Speed Limits.

5.8.1. No vehicle will be operated at a speed in excess of that deemed reasonable and prudent for existing traffic, road, and weather conditions.

5.8.2. The speed limit in the general flightline area is 24 KPH (15 MPH) for general purpose vehicles and 16 KPH (10 MPH) for special purpose vehicles.

5.8.3. The speed limit on the runway is 50 KPH (30 MPH).

5.8.4. The speed limit for all vehicles is 8 KPH (5 MPH) when:

5.8.4.1. Within 25 feet of an aircraft.

5.8.4.2. Within 50 feet of an airfield facility.

5.8.5. Aircraft, Equipment, and Trailer Towing:

5.8.5.1. Towing speed is 8 KPH (5 MPH) for all aircraft and two or more maintenance stands. When towing an aircraft, individuals must be in radio contact with tower and get prior approval before towing aircraft.

5.8.5.2. Towing speed for one maintenance stand is 16 KPH (10 MPH).

5.8.5.3. The maximum towing speed for AGE is 24 KPH (15 MPH).

5.9. Speed Limit Exceptions.

5.9.1. Emergency response vehicles responding to an emergency may operate at any prudent speed commensurate with safety.

5.9.2. Transient alert when positioning for a “Follow Me” operation. When necessary to accommodate the optimum safe taxiing speed of aircraft, Follow Me vehicles will be permitted to exceed the normal 24 KPH/15 MPH speed limit.

5.9.3. Any time the control tower advises to “expedite” or uses the term “immediately”.

5.10. FOD Control and Prevention.

5.10.1. Drivers shall not operate a vehicle on the flightline without first stopping and thoroughly checking tires for stones and other foreign objects.

5.10.2. General and special purpose government motor vehicles which routinely require access to the flightline will carry a covered container clearly marked with letters in a contrasting colors no less then 2 inch for deposit of FOD. These containers will be securely fastened to the vehicle and will be emptied frequently.

5.10.3. Vehicle operators will make sure all the equipment carried on their vehicle is properly stored and secured before operating their vehicle on the airfield. Operators will ensure the cargo bed and the passenger compartment floor are clean to prevent debris from falling onto the airfield. Vehicles utilizing the flightline at night will carry a flashlight to accomplish the FOD check.

5.10.4. Anytime a vehicle is driven off a paved surface, the driver will remove any rocks, mud, or other foreign objects from the tires before proceeding onto the paved surface again. Immediately after returning to the paved surface from an unpaved surface, another tire check must be accomplished to ensure no FOD is left in the tires or on the paved surface.

5.10.5. Vehicle operators will be constantly alert for and will pick up any foreign object. If the debris is too small or too abundant to be thoroughly picked up by hand, the individual will notify Airfield Management Operations (18 OSS/OSAM), Control Tower (18 OSS/OSAT), or any Aircraft Maintenance Operation Control Center. Provide location of debris so an airfield sweeper can be dispatched.

5.10.6. Located on all flightline access roads and centerline road are FOD CHECK signs. These are painted on the pavement with red letters with a white background. All drivers will insure that they stop at these signs and perform a FOD check. (see **Attachment 6**).

5.11. Passengers in Vehicles.

5.11.1. Vehicle drivers will ensure all passengers are seated with scat belts fastened while the vehicle is in motion.

5.11.2. IAW AFJMAN 24-306, Air Force personnel may transport personnel in the bed of 1/4- or 3/4-ton general-purpose pickup trucks if you follow these safety procedures:

5.11.2.1. Be sure vehicle is equipped with a working tailgate.

5.11.2.2. Be sure passengers are seated on the cargo deck with no portion of their bodies overhanging the vehicle sides or rear.

5.11.2.3. Do not operate the vehicle off base.

5.11.2.4. Be cautious when entering and exiting pickup trucks. Tailgates do not have to be lowered for personnel to enter and exit the cargo deck of the vehicle.

5.11.3. Passengers will remain seated while the vehicle is in motion.

5.11.4. Passengers will not ride on any part of the vehicle not intended for carrying passengers nor will they ride on any part of moving equipment not designed to carry passengers.

5.11.5. Passengers will not ride in the doorways or sit on the engine cover of metro/step vans. Rear door nets will be in place while passengers are transported with the doors open.

5.11.6. Side doors on passenger vans will be closed when the vehicle is in motion.

5.12. Vehicle Traffic.

5.12.1. When operating on the airfield, operators will follow the basic “rules of the road”. Vehicles will not be driven diagonally across the parking apron or ramp but, at a 90-degree angle to the driving lanes.

5.12.2. All vehicles will stop prior to entering the flightline.

5.12.3. All vehicles will be driven in a single file left of the taxiway centerline and to the right side of stressed pavement edge markings. Vehicles will not be driven on the shoulder. **NOTE:** To help prevent FOD in the fighter taxi areas, vehicles shall be driven closer to the left side of the taxiway.

5.12.4. All drivers will contact tower and receive permission before entering centerline road. Before entering the taxiway the driver will stop and visually check area to ensure the taxiway is clear before proceeding.

5.12.5. When driving on the runways drive to the left of the runway centerline and to the right side of stressed pavement edge markings. When crossing the runway, proceed directly across using the most direct route possible. Airfield Management vehicles are exempt from this requirement when performing airfield inspections and checks.

5.12.6. All vehicles must approach parked aircraft with the driver's side of the vehicle toward the aircraft.

5.12.7. Do not drive between parked aircraft, unless there is a vacant aircraft parking space between them.

5.12.8. Emergency response vehicles (e.g., Airfield Management, Civil Engineering, Supervisor of Flying, Flight Safety, etc.) are exempt from normal traffic flow patterns while responding to an emergency.

5.12.9. Before attempting a U-turn, the operator will slow the vehicle and ensure it is clear to the front, side, and rear.

5.12.10. Passing explosive-laden vehicles is prohibited.

5.13. Jet Blast Safety Requirements.

5.13.1. An aircraft with landing and/or taxi lights operating or beacon rotating indicates it is about to start engines or has engines running or is about to taxi:

5.13.1.1. Vehicles will not be operated within 25 feet to the front or 200 feet to the rear except as prescribed in the applicable aircraft instructions.

5.13.1.2. Vehicles will not be operated within 300 feet to the rear of MD-11, B-747, E-3B, E-4B, C-5, C-17, KC-10, or KC-135 type aircraft when engines are running at low power settings and within 800 feet to the rear when the engines are running at high power settings.

5.13.2. Vehicles will not be operated within 100 feet of a helicopter with rotors turning.

5.14. Right of Way Priorities.

5.14.1. Arriving and departing aircraft.

5.14.2. Emergency response vehicles responding to an aircraft emergency, in-flight or ground. No vehicle will be driven in front of an emergency response vehicle responding to an emergency.

5.14.3. Emergency response vehicles responding to a non-aircraft emergency (helping hand, fuel spill, EMT, ext).

5.14.4. Taxing Aircraft.

5.14.5. All other authorized vehicles. Vehicles traveling north or south have the right of way over vehicles traveling east or west.

5.15. Taxiing Aircraft.

5.15.1. Except for "Follow Me" vehicles, vehicles will not be parked in front of or driven into the path of taxiing aircraft. No vehicles will be driven between a taxiing aircraft and its Follow Me Guide.

5.15.2. All vehicles, except those responding to an emergency, must yield to taxiing aircraft. Vehicles will be driven on a paved surface by the shortest route. Only as a last resort will the vehicle be driven off the paved surface to ensure adequate clearances for aircraft. Minimum wing tip clearance is 25 feet.

5.15.3. When approaching an aircraft at night, headlights will be immediately turned off so the pilot's night vision is not affected. The vehicle parking lights or emergency flashers will be turned on so its position will be known. The headlights on the vehicle will remain off until the aircraft is out of range. Headlights will be turned ON prior to putting the vehicle in motion. **NOTE:** Vehicles equipped with daytime running lights will park in a safe location with ignition off parking brake set, and emergency flashers on.

WARNING: Helicopters may not be readily visible to vehicle drivers. Numerous near-miss incidents have occurred between vehicles and HH-60 helicopters that routinely operate on C Taxiway between building 3534 and runway 5L/23R. When crossing C Taxiway, extra care must be taken to scan for taxiing helicopters. They are relatively smaller and less noisy than other aircraft operating on Kadena AB. At night, the only conspicuous feature of the helicopter is its white landing light as it approaches. Helicopters can taxi either on the ground or while hovering at 10 feet. Because of the large number of near-misses between helicopters and flightline vehicles, Stop Bars have been painted where M, N and P Taxiways intersect C Taxiway. When stopping at these intersections, ensure you carefully scan for taxiing helicopters.

5.16. Vehicle Parking Procedures.

5.16.1. Vehicles will not be left unattended on runways, helipads, or taxiways.

5.16.2. Vehicles may be left unattended on service aprons, ramps, and hardstands under the following conditions:

5.16.2.1. Vehicle is located beyond the wing tip clearance line toward the service apron, hardstand or ramp.

5.16.2.2. Ignition is turned off and keys left in the ignition.

5.16.2.3. The transmission is placed in park (automatic transmission) or the reverse gear (manual transmission).

5.16.2.4. Parking brake set. Vehicles not equipped with an internal braking system will have chocks placed both in front and behind one of the rear wheels. One chock will be placed between the tandem wheels of dual (tandem) axle vehicles.

5.16.2.5. The doors remain unlocked.

5.16.2.6. At night, when parked unattended, the parking lights and/or emergency flashers shall be turned on.

5.16.3. Only aircraft servicing support vehicles, which require the vehicle engine to operate as a power source for auxiliary components may be left unattended while the engine is running. The parking brake will be set, transmission placed in neutral (manual transmission) or park (automatic transmission) and the wheels chocked.

5.16.4. AGE towing vehicles may be placed in neutral and left running while the driver completes hookup operations.

5.16.5. Drivers must shut off the vehicle, set the parking brake, and place the vehicle in park or reverse if they do not drive off with the AGE equipment immediately following hookup.

5.16.6. With the exception of emergency response vehicles that must remain in operation at the scene of the emergency, no other vehicles will be left with the engine running and unattended while on the flightline. Emergency response vehicles will have the parking brake set, have the transmission in neutral or park, and the rear wheels chocked when the driver's seat is not occupied.

5.16.7. Vehicles will not be parked within 25 feet of any aircraft, except as authorized, for operations such as unloading, loading, servicing, or towing.

5.16.8. A spotter will be posted when a vehicle is backed towards an aircraft and pre-positioned wheel chocks will be used to prevent vehicles from striking the aircraft. The spotter will pre-brief the operator on the standard signals used.

5.16.9. Park vehicles with the driver's side toward the aircraft. Never park a vehicle toward an aircraft.

5.16.10. Vehicles parked at the side of an aircraft will be located clear of the wing tips and clearly visible to personnel in the aircraft cockpit.

5.16.11. Vehicles will not be parked/stopped directly in front of or behind an aircraft loaded with forward firing ordnance.

5.16.12. Park bicycles near the nose of parked aircraft and in plain view of personnel inside the aircraft. Position bicycles upright, using a kickstand, and parked in a position not interfering with aircraft maintenance or servicing.

5.17. Nighttime and Inclement Weather (2 Mile Visibility and 800 Foot Ceiling) Driving Conditions.

5.17.1. Headlights will be used during hours of darkness and restricted visibility (example: haze, fog, rain, etc.). Headlights will not be pointed towards a moving aircraft. Parking lights will be left on so the vehicle position will be known. This is done to preserve the aircrew's night vision while allowing them to observe your position. Headlights will be turned on prior to putting the vehicle in motion.

5.18. Circle of Safety.

5.18.1. A circular area extending 25 feet beyond the wing tips, nose, and tail of an aircraft.

5.18.2. Vehicles are prohibited within this area except when the vehicle is used to service an aircraft.

5.18.3. Never drive a vehicle under any part of an aircraft, except as authorized for operations such as loading, unloading, servicing, or towing.

5.18.4. When operating within the circle of safety, use spotters to guide the vehicle's approach to the aircraft. Place pre-positioned wheel chocks between the aircraft and approaching vehicle to keep from striking the aircraft.

5.19. Convoy and Escort Responsibilities.

5.19.1. Personnel acting as escorts must be authorized and certified to drive on the Kadena AB flightline and fully aware of associated responsibilities.

5.19.2. Brief drivers on route, speed, procedures, etc.

5.19.3. Convoys or escorts will not exceed five vehicles at one time. Fire Department and munitions convoys are exempt.

5.20. Accident/Vehicle Breakdowns.

5.20.1. In the event of an accident or vehicle breakdown on the airfield, the 18 OSS/OSAT (Control Tower), 18 SFS/SFOS (Security Forces Security Control), and 18 OSS/OSAM (Airfield Management) must be notified by the fastest means possible.

5.20.2. A vehicle malfunction, preventing operations under its own power, must make every attempt not to block a taxiway. Try to move the vehicle beyond the wing tip clearance line.

5.20.3. Leave the vehicle parking lights or emergency flashers ON, if the malfunction occurs during the hours of darkness.

5.20.4. If the vehicle has two-way radio capability, make the following transmission: "All agencies BREAK, BREAK. This is (call sign) with an emergency for Airfield Management Operations, Tower, and Maintenance Operations Center." State the nature of your problem and your position on the airfield.

5.20.5. Operators of other radio-equipped vehicles (Security Forces, Civil Engineers, etc.) will contact their control center and have the information relayed to Airfield Management Operations for relay to the control tower.

5.20.6. If a vehicle is not equipped with a radio, stay with the vehicle and continue attempts to get the attention of the taxiing aircraft or other vehicle operators.

5.20.7. Emergency flashers should be on, and hood open as appropriate. Drivers will stay with the vehicle until the situation is resolved.

5.20.8. Vehicles involved in accidents shall not be moved until released by 18 WG/SE (Wing Safety), 18 OSS/OSAM (Airfield Management), and 18 SFS/SFOS (Security Forces).

5.20.9. All individuals involved in an accident will have their Flightline Driving privileges suspended immediately until liability is determined. If investigation determines individual is not found liable, their driving privileges will be re-instated immediately. The duration of the suspension for liable parties will be determined by Airfield Management.

5.21. Restricted Area Access.

5.21.1. Vehicle operators must have a Kadena AB issued AF IMT 1199C, **USAF Restricted Area Badge** with the proper area designated to enter a restricted area. An AF IMT 483 alone does not grant access into a restricted area.

5.21.2. When approaching an entry control point of a restricted area, it is the responsibility of the operator to inspect and ensure the vehicle is not transporting personnel or materials which constitute a threat to the security of the resources.

5.22. Jogging on the Airfield. Jogging on the airfield is prohibited along with all recreational sports activity.

5.23. Blackout/NVD Driving Conditions. Blackout/NVD Driving Conditions will not be conducted on Kadena's Flightline.

Chapter 6

FLIGHT LINE DRIVING VIOLATIONS

6.1. General.

6.1.1. All personnel qualified to drive on the flightline are responsible for identifying and reporting violations to Airfield Management or Security Forces immediately.

6.1.2. Airfield Management, Safety, and Security Forces personnel (regardless of rank) have the authority to confiscate an individual's AF IMT 483 pending an investigation of the violation.

6.1.3. Security Forces will issue a DD Form 1408, **Armed Forces Traffic Ticket** to any vehicle observed violating provisions of this instruction.

6.1.4. Unit Flightline Driving Program Manager should use violation trend data to validate the unit's training program.

6.1.5. Contractor vehicle operators violating the rules of this instruction can be banned from operating vehicles on the flightline. Replacement driver(s) will be the contractor's responsibility.

6.2. Runway Intrusions.

6.2.1. Definition of Terms:

6.2.1.1. RCA Violation: An airfield infraction caused by aircraft, vehicles or pedestrians entering the RCA without appropriate control tower approval. This definition includes runway intrusions and infractions caused by communications errors.

6.2.1.2. Runway Intrusion: A RCA violation that is a result of an unauthorized entry or erroneous occupation of a runway or other surface used for takeoff and landing of aircraft, regardless of impact on aircraft safety. These incidents can be caused by aircraft, vehicles, pedestrians, or communications errors.

6.3. Incident Investigations.

6.3.1. Drivers committing a runway intrusion or a violation involving aircraft safety issues will automatically have their driving privileges suspended pending an investigation of the incident.

6.3.2. Drivers will immediately notify their supervisor and unit Flightline Driving Program Manager.

6.3.3. Drivers are encouraged to submit a statement describing the incident to their unit Flightline Driving Program Manager.

6.3.4. Airfield Management will notify applicable unit Flightline Driving Program Manager, supervisor, and 18 WG/SE of the violation.

6.3.5. The Airfield Manager and/or 18 WG/SE will conduct investigations by gathering data from involved agencies.

6.3.6. After the investigation, the Airfield Manager will determine the corrective course of action and notify all appropriate agencies.

6.3.7. Any further action is at the discretion of the unit commander.

6.3.8. Airfield Management will maintain a record of violations for the last 12 months plus the previous calendar year.

6.3.9. Flight line violations are briefed to the 18 OG/CC at the quarterly Airfield Operations Board (AOB), and at the Base Flightline Driving Program Manager meetings.

6.4. Enforcement.

6.4.1. For a runway intrusion that had an adverse affect on flight operations (arrivals, departures, etc.) the reporter of the intrusion will submit an AF IMT 651, **Hazardous Air Traffic Report**, to wing safety. Drivers committing a runway intrusion will lose their flightline driving privileges for a period of 90 days.

6.4.2. For runway intrusions and other RCA violations that did not impact aircraft operations the reporter of the intrusion will use an AF IMT 457, **USAF Hazard Report**, and a copy sent to the Airfield Managerto take immediate action to correct the problem or apply interim control measures. Drivers will lose their driving privileges for a period of 60 days.

6.4.3. For minor violations, such as speeding, drivers will lose their driving privileges for a minimum of 30 days.

6.4.4. Drivers who commit three violations within a 12 month period will lose their driving privileges for a minimum of 6 months.

6.5. Suspension of AF IMT 483.

6.5.1. The Airfield Manager will notify the individual's commander in writing of the action taken and the reason the license was revoked.

6.5.2. When an individual's AF IMT 483 is revoked, turn in the AF IMT 483, 18 WG IMT 63, and PMV pass (if applicable) to 18 OSS/OSAM.

6.5.3. Individuals losing their flightline driving privileges must be completely retrained and recertified in accordance with this instruction.

6.5.4. If a member's AF IMT 2293 or USFJ 4EJ is suspended or revoked, the unit commander will suspend or revoke the individual's AF IMT 483 notifying the unit Flightline Driving Program Manager and Deputy Airfield Manager in writing.

6.5.5. Personnel having their base driving privileges suspended should refer to 18 WGI 31-204 to have their driving privileges reinstated.

Chapter 7

TDY/TAD FLIGHT LINE CERTIFICATION

7.1. General.

7.1.1. All individuals on temporary duty at Kadena AB with a valid need to operate a vehicle on the flightline for more than 30 days must:

7.1.1.1. Possess an AF IMT 483 from their home station.

7.1.1.2. The hosting unit Flightline Driving Program Manager will conduct a local area briefing with items unique to Kadena AB. Examples are; driving to the left of the centerline, speed limits for vehicle parking areas, aircraft parking ramps, flight line access roads, taxiways, runways and aircraft/equipment/trailer towing operations, airfield signs and markings, operating vehicles in the vicinity of aircraft, parking and chocking requirements, wingtip clearance requirements for mobile obstacles on taxiways/aprons, FOD control/prevention, runway intrusion prevention, airfield violations and consequences and light gun signals. If applicable Radio Controlled Area procedures and proper radio terminology and phraseology should also be briefed.

7.1.1.3. Take the flightline driving written test and pass it with a score of 90% or better.

7.1.1.4. Take the Flightline Driving Computer Based Training (CBT) Module and pass it with a score of 80% or better. If an individual is TDY from an installation that requires the CBT and has a proof of completion of the CBT, they do not need to complete it again.

7.1.1.5. Submit a memorandum to 18 OSS/OSAM stating that all TDY personnel have been briefed on Kadena AB flightline driving procedures, have taken the Kadena AB flightline drivers test, and completed the CBT module. This memorandum shall include the following: Name and rank, home unit, TDY unit, and duration of TDY/TAD, and home station AF IMT 483 number. Attach a copy of the CBT score sheet and a copy of the flightline driver's written test to the memorandum for each person listed on the memorandum. Bring the memorandum, CBT test score sheet, flightline test score sheet, and the home station 483 to the base flightline driving office for a Kadena AB stamp.

7.1.1.6. The unit Flightline Driving Program Manager and the unit commander must sign the memorandum.

7.2. Non-Flightline Qualified TDY/TAD Personnel.

7.2.1. Non-Flightline Qualified personnel that are TDY/TAD to Kadena AB must complete the entire flightline drivers training course as outlined in **Chapter 3**, Flightline Drivers Training and Certification Procedures.

7.3. Temporary Permits. Temporary flightline driving permit, 18 WG (DOFM) IMT 0-109, Dec 92, is issued to personnel requiring limited access to the flightline such as contractors, DV tour buses, transient aircrew, TDY personnel stationed on Kadena for less then 30 days, etc. You must obtain a permit prior to entering the flightline.

7.3.1. Personnel required to operate a vehicle on the flightline will comply to 18 WGI 13-202. Personnel will receive an airfield briefing to include driving routes to and from areas that have been

approved by 18 OSS/OSAM. The host unit Flightline Driving Program Manager, and/or 18 OSS/OSAM will conduct this briefing. Contact the respective unit Flightline Driving Program Manager and/or 18 OSS/OSAM to schedule an appointment.

7.3.2. After personnel obtain the flightline driving orientation briefing, 18 OSS/OSAM will issue temporary flightline driving permits. Personnel shall only utilize routes that have been approved by 18 OSS/OSAM. Vehicles will be operated in approved areas only and in conjunction with official duties.

7.3.3. Contract administrators, project officers, or unit Flightline Driving Program Manager will notify 18 OSS/OSAM of any changes. Return temporary flightline driving permits to 18 OSS/OSAM when work is complete.

Chapter 8

PRIVATE MOTOR VEHICLE (PMV) FLIGHT LINE PASSES

8.1. General.

8.1.1. Annual flightline PMV passes are issued to drivers requiring access to specific areas of the flightline in a PMV.

8.1.2. Annual flightline PMV passes are limited to commanders, deputy commanders, operations officers, and chief of maintenance of units directly supporting the flightline. Any request for additional passes will be submitted through the Airfield Manager for approval or disapproval. IAW AFI 13-213, PMV passes must be restricted to an absolute minimum.

8.1.3. Airfield Management will maintain control of all PMV passes and will change the design of all PMV passes yearly to ensure integrity.

8.2. Requirements.

8.2.1. To obtain authorization to drive a PMV on the flightline the following is required:

8.2.1.1. Possess a valid AF IM 483 and current USFJ Form 4EJ.

8.2.1.2. Submit a request to 18 OSS/OSAM through the unit Flightline Driving Program Manager signed by the group commander. Memorandum must contain drivers name, organization, office symbol, duty title, DEROS, AF IMT 483 number, complete license plate number (XX Y XX-XX), vehicle description (make, model, color, and year), areas of operation, and justification. Also include in the letter a statement saying that the person requesting the PMV pass has received improvised explosive device identification and vehicle search training.

8.2.1.3. 18 OSS/OSAM will issue the operator a PMV pass, 18 WG IMT 16EJ, **Annual Flight Line PMV Pass**. Each pass will bear a signature of an Airfield Management representative. The Airfield Manager, Deputy Airfield Manager, the Base Flightline Driving Program Manager, or designated Airfield Management representative are the only individuals authorized to sign the annual flightline PMV pass. The pass will be displayed on the driver's side of the windshield at all times while operating a PMV on the flightline. PMVs not displaying a placard will be ticketed and escorted or towed off the flightline by 18 OSS/OSAM, Security Forces, and/or Transportation. Passes will be returned to 18 OSS/OSAM when member is scheduled to PCS or PCA.

8.2.1.4. The annual flightline PMV pass expires at the end of the calendar year, upon the operators DEROS, or when the operator's duties no longer requires access, whichever comes first.

8.2.1.5. PMV operators are subject to all provisions outlined in this instruction.

8.2.1.6. The license plate number on the vehicle must correspond with the license plate number on the pass. It is non-transferable.

8.2.1.7. The vehicle is authorized only in the areas(s) designated on the pass.

8.2.1.8. The unit Flightline Driving Program Manager will notify 18 OSS/OSAM in writing of any changes.

8.2.1.9. The unit Flightline Driving Program Manager will notify Airfield Management of any lost, stolen, or expired PMV passes.

Chapter 9

TEMPORARY PMV/CONTRACTOR FLIGHT LINE PASSES

9.1. General.

9.1.1. Temporary flightline/Contractor PMV passes are issued for short-term use on the flightline, normally to contractors performing contract work on the airfield.

9.1.2. A temporary flightline/Contractor PMV Pass is required regardless if a qualified escort is escorting the vehicle.

9.2. Requirements.

9.2.1. The following is required to obtain temporary authorization to drive a PMV on the flightline:

9.2.1.1. The operator must possess a valid AF IMT 483, a current USFJ Form 4EJ, or a temporary Kadena AB flightline driving permit issued by 18 OSS/OSAM. Civilian contractors will need a valid driver's license.

9.2.1.2. The unit Flightline Driving Program Manager, contractor, or sponsoring office will submit a request to 18 OSS/OSAM. Memorandum should include driver's name, unit/company, project and contract number, AF IMT 483 or temporary Kadena AB flightline driving permit number, contract completion date, areas of operation, complete license plate number, and vehicle description (make, model, color, and year).

9.2.1.3. If approved, 18 OSS/OSAM will issue the operator a temporary PMV flightline pass, 18 WG IMT 14EJ, **Temporary Flight Line PMV Pass** or a 18 WG IMT 16-1EJ, **Contractor Flight Line PMV Pass**, as applicable. The Airfield Manager, Deputy Airfield Manager, the Base Flightline Driving Program Manager, or a designated Airfield Management representative are the only individuals authorized to sign the Temporary/Contractor PMV flightline pass. The pass will be displayed on the driver's side of the windshield at all times while operating the PMV on the flightline. PMVs not displaying a PMV placard will be ticketed and escorted off the flightline.

9.2.1.4. All PMV operators are subject to all provisions outlined in this instruction.

9.2.1.5. The license plate number on the vehicle must correspond with the license plate number on the pass. It is non-transferable.

9.2.1.6. The vehicle is authorized only in the areas(s) designated on the pass.

9.2.1.7. The contract administrator will ensure that all PMV passes are returned to 18 OSS/OSAM upon completion of the contract work on the airfield.

9.2.1.8. The contract administrator will notify 18 OSS/OSAM of any changes.

9.2.1.9. The contract administrator will notify 18 OSS/OSAM of any lost or stolen PMV passes.

9.2.1.10. Project supervisors or designated representative will issue passes each morning to the vehicles operating on the airfield and will collect when work is completed each day.

9.3. Forms Prescribed.

9.3.1. IMTs Prescribed. 18 WG IMT 14EJ, **Temporary Flight Line PMV Pass**. 18 WG IMT 16-1EJ, **Contractor Flightline PMV Pass**. 18 WG IMT 16EJ, **Annual Flightline PMV Pass**. 18 WG IMT 63, **Request for VCO/VCNCO and Flightline Drivers Training and Certification**.

9.4. Maintaining Records: 18th Wing IMT 63 and additional training paperwork will be maintained IAW this publication and disposed IAW Table 37-06 Rule 01.00.

JAN-MARC JOUAS, Brigadier General, USAF
Commander, 18th Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Air Force Instruction 13-213, *Airfield Management*.

Air Force Manual 24-306, *Manual for the Wheeled Vehicle Driver*.

Air Force Occupational Safety and Health Standard 91-100, *Aircraft Flightline Ground Operations and Activities*.

Abbreviations and Acronyms

AB—Air Base

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFOSH—Air Force Occupational Safety and Health

AOB—Airfield Operations Board

CBT—Computer Based Training

DEROS—Date Eligible for Return from Overseas

FAAO—Federal Aviation Administration Order

RCA—Radio Controlled Area

PACAF—Pacific Air Forces

PCA—Permanent Change of Assignment

PCS—Permanent Change of Station

PMV—Personal Motor Vehicle

USAF—United States Air Force

USFJ—Unites States Forces Japan

WG—Wing Group

WGI—Wing Group Instruction

Attachment 2

KADENA AIR BASE FLIGHT LINE DRIVING PROGRAM UNIT SELF-INSPECTION SAMPLE CHECKLIST

A2.1. Instructions. Use the following checklist as a management tool to determine the status of your unit's driving program. Your assessment should focus on program integrity, compliance, and support. As a minimum, this checklist must be completed annually or within 30 days of changing the primary unit Flightline Driving Program Manager. The annual review should be completed when scheduled for the annual unit inspection conducted by Airfield Management. Units are encouraged to add any additional items particular to their unit.

A2.1.1. Has the unit commander appointed a unit Flightline Driving Program Manager?

A2.1.2. Is a current copy of the unit Flightline Driving Program Manager appointment letter on file with Airfield Management?

A2.1.3. Is the unit Flightline Driving Program Manager certified to drive on the flightline?

A2.1.4. Is the unit commander notified when individuals commit a violation?

A2.1.5. Does the unit Flightline Driving Program Manager notify the unit commander and Airfield Management when revoking individuals driving privileges?

A2.1.6. Does the unit Flightline Driving Program Manager ensure drivers have a valid USFJ driver's license and are qualified to operate applicable vehicles?

A2.1.7. Does the unit Flightline Driving Program Manager ensure drivers have their color vision verified?

A2.1.8. Are AF IMT 483s completed correctly?

A2.1.9. Is the unit Flightline Driving Program Manager maintaining a list of all drivers issued an AF IMT 483?

A2.1.10. Does the unit Flightline Driving Program Manager have training documentation on file for all drivers that have been issued an AF IMT 483?

A2.1.11. Are TDY personnel driving credentials verified?

A2.1.12. Are TDY personnel trained on driving requirements for Kadena AB in accordance with the driving instruction?

A2.1.13. Is TDY training documented in accordance with the driving instruction?

A2.1.14. Has the unit Flightline Driving Program Manager added unit requirements to the Flightline Driving Program Training Guide?

A2.1.15. Are trainees receiving academic training?

A2.1.16. Are trainees receiving practical driving training?

A2.1.17. Are trainees receiving at least one daytime and nighttime orientation drive?

A2.1.18. Does the unit Flightline Driving Program Manager provide unit personnel with references and materials necessary to complete training?

A2.1.19. Are unit trainers carefully selected and appointed by letter, with a copy maintained at Airfield Management?

A2.1.20. Are unit trainers currently assigned duties that involve flightline driving?

A2.1.21. Are unit trainers conducting training in accordance with the units training plan?

A2.1.22. Is training being documented on the individual Flightline Driving Program Training Guide?

A2.1.23. Is remedial training conducted and documented on personnel that fail a test or commit a violation?

A2.1.24. Are trainees providing feedback to the unit Flightline Driving Program Manager on training received?

A2.1.25. Are trainees being scheduled for final examinations in accordance with driving instruction procedures?

A2.1.26. Is pass and fail data used to validate the unit's training program?

A2.1.27. Are PMV pass requests kept to an absolute minimum necessary for mission accomplishment?

A2.1.28. Is Airfield Management supporting requests from the unit in regards to flightline driving issues?

A2.1.29. Do you have any suggestions for improving the Flightline Driving Program?

Attachment 3

KADENA AB UNIT FLIGHT LINE DRIVING PROGRAM TRAINING SAMPLE GUIDE

Table A3.1. Kadena AB Unit Flightline Driving Program Training Sample Guide.

TRAINING ITEM	START DATE	FINISH DATE	TRAINEE INITIAL	TRAINER INITIAL
Understand Trainee's Responsibilities				
Know Qualifications for Flightline Driving				
Define Airfield/Flightline				
Identify Runways 05R/23L & 05L/23R				
Identify/Locate Helipads				
Define Overruns				
Define Aircraft Movement Area				
Define Aircraft Taxi Area				
Define Aircraft Landing Area				
Identify Taxiways				
Identify Service Aprons & TA Ramp				
Identify Upper Fighter Ramp				
Identify Centerline and Perimeter Road				
Understand Flightline Entry Control Points				
Understand Airfield Interior/Access Roads				
Know Restricted Area Boundaries & ECP's				
Define Radio Controlled Area				
Know Direction (North, South, East, & West)				
Understand Edge of Stressed Pavement Marking				
Understand/Identify Runway Hold Line				
Understand Instrument Landing System Hold Line				
Understand/Identify Restricted Area Boundary Markings				
Identify Entering Active Taxiway Signs				
Identify Hold Position Sign Locations				
Identify Controlled Area Signs				
Identify No Unauthorized Drivers Signs				
Understand Runway Lighting				

TRAINING ITEM	START DATE	FINISH DATE	TRAINEE INITIAL	TRAINER INITIAL
Understand Taxiway Lights				
Understand Airfield Rotating Beacon				
Understand/Identify Tower Light Gun Signals				
Define a Movable Obstacle				
Understand Obstacle Requirements				
Define Authorized Vehicles				
Define Unauthorized Vehicles				
Define Speed Limits for General Flightline Area				
Define Speed Limits Within 25 Feet of An Aircraft				
Define Speed Limits for Towing				
Understand Speed Limit Exceptions				
Understand FOD Control and Prevention				
Understand Vehicle Traffic Flow Rules				
Understand Jet Blast Safety Requirements				
Understand Areas of Maneuverability				
Define Right of Way Priorities				
Define an Emergency Vehicle				
Understand Yielding to Taxiing Aircraft Procedures				
Define Vehicle Parking and Chocking Requirements				
Define the Circle of Safety				
Understand Nighttime and Inclement Weather Driving Conditions (2 Mile Visibility and 800 Foot Ceiling)				
Understand Convoy and Escort Responsibilities				
Know Vehicle Breakdown and Accident Procedures				
Understand Restricted Area Access				
Understand Violation Consequences				
Understand Runway Intrusion Prevention				
Complete the Flightline Driving CBT Module				

TRAINING ITEM	START DATE	FINISH DATE	TRAINEE INITIAL	TRAINER INITIAL
RADIO CONTROLLED AREA				
CROSSING PROCEDURES (IF APPLICABLE)				
Know Vehicle Communications Procedures				
Understand Phraseology and Use				
Know and Locate Primary and Alternate Runway Crossing Points				
Understand Escort Procedures & Responsibilities				
Light Gun Recognition Test				

Attachment 4

SAMPLE AF IMT 483

Figure A4.1. Certificate of Competency.

CERTIFICATE OF COMPETENCY		CERTIFICATE NO.
NAME *(Last, First, Middle Initial)*		DATE
COMMAND	INSTALLATION	
HAS SUCCESSFULLY COMPLETED THE PRESCRIBED COURSE OF INSTRUCTION AND/OR PRACTICAL TEST AS REQUIRED BY CURRENT DIRECTIVES AND IS DEEMED QUALIFIED TO PERFORM THE DUTIES OF **Leave this section blank**		
TYPED NAME, TITLE AND ORGN **Leave this section blank**	SIGNATURE **Leave this section blank**	

AF FORM 483, 19850201 *(EF-V2)*

PREVIOUS EDITION WILL BE USED.

REFRESHER TRAINING		
DATE	INSTRUCTOR	DATE REFRESHER

AF FORM 483, 19850201 *(REVERSE) (EF-V2)*

COMPLETION INSTRUCTIONS

Certificate No.: This number is issued by the unit Flightline Driving Program Manager.

Name: Self-explanatory.

Date: Date that all paperwork and testing is completed.

Command: Self-explanatory.

Installation: Kadena AB, Okinawa Japan.

Attachment 5

SAMPLE DOCUMENTATION OF RADIO CONTROLLED AREA TRAINING AND CERTIFICATION

MEMORANDUM FOR: 18 OSS/OSAM

FROM: Your Unit

SUBJECT: Documentation of Radio Controlled Area Training and Certification

1. Request radio controlled area certification for the following individual:

NAME/RANK: _____

UNIT/OFFICE SYMBOL: _____

DUTY PHONE: _____

483 #: _____

RADIO CONTROLLED AREA TEST SCORE: _____

2. Individual has received orientation on RCA access procedures under supervision of a unit trainer IAW 18 WGI 13-202. Individual is not color blind and can distinguish between red/green/yellow/white/blue.

3. The above individual has been trained and certified on the following items:

Table A5.1. Document of Radio Controlled Area Training and Certification.

TRAINING ITEM	DATE COMPLETED	TRAINEE SIGNATURE	TRAINER SIGNATURE
Location of Radio Controlled Areas			
Runways, Helipads, VTOL Pad, TWYS A-F			
Speed Limits			
Minimum Distance to Aircraft			
Runway and Helipad Hold Lines			
Instrument Landing System Hold Lines			

FOR OFFICIAL USE ONLY (WHEN FILLED IN)

TRAINING ITEM	DATE COMPLETED	TRAINEE SIGNATURE	TRAINER SIGNATURE
Proper Use of Phraseology and Call Signs			
Improper Phraseology			
Vehicle Communications Procedures			
Primary Crossing Point			
Alternate Crossing Point			
Escort Procedures			
Runway Intrusions			
Use of Runway Lights During Radio Failure			
Complete Light Gun Recognition Test			
Brief Centerline Road			
*Light Gun Recognition Test			
Practical RCA Test			
Written RCA Test (Minimum 90% Corrected 100%)			

4. Training Certification:
I certify the above trainee has been fully trained on RCA access procedures.

Trainer Name and Rank _____

Signature _____ Date _____

5. Receipt of Training Statement:
I certify that I have received training on RCA access procedures, and consider myself to be qualified to operate in the Kadena Air Base Radio Controlled Area.

Trainee Name and Rank _____

Signature_____ Date _____

6. Certification of Trainee:
I certify the above trainee has been trained by a qualified trainer for RCA access.

Unit Flightline Driving Program Manager Name and Rank _____

Signature _____ Date _____

FOR OFFICIAL USE ONLY (WHEN FILLED IN)

7. This memorandum will be retained on file by the unit Flightline Driving Program Manager until the individual is reassigned.

UNIT CC Signature Block

2nd page Ind;

1st Ind, 18 OSS/OSAM, (Date), Documentation of Radio Controlled Area Training and Certificate.

MEMORANDUM FOR: (YOUR UNIT)

Approve/disapprove radio controlled area access.

(Flightline Driving Signs Here)

Attachment 6

AIRFIELD MARKINGS/SIGNS

Figure A6.1. Airfield Markings/Signs.

HOLD LINE:

A solid yellow line adjacent to a dashed yellow line, located 100 feet from the edge of the runways, helipads, and the VTOL pad. Vehicles and aircraft must contact the control tower and obtain permission prior to proceeding beyond the hold line.

INSTRUMENT HOLD LINE:

During periods of inclement weather (ceiling 800 feet and/or visibility 2 miles) all vehicles and aircraft shall hold short of the instrument hold line. This condition will be identified when the blue taxiway lights are illuminated. This provides additional protection for aircraft making instrument approaches. These lines consist of two parallel solid yellow lines with vertical stripes and the letters "INST" stenciled on the movement surface facing the driver. Instrument hold lines are located on taxiways Alpha, Bravo, Echo, and Foxtrot.

EDGE OF STRESSED PAVEMENT MARKING:

A double yellow line used to mark the edge of the pavement stressed to support aircraft.

TAXIWAY CENTERLINE MARKING:

Solid yellow line used to designate the center of the taxiway.

WING TIP CLEARANCE LINES, OTHER AREAS:

A solid yellow line parallel to the taxiway centerline crossing hardstands and service aprons marking the minimum distance vehicles and ground equipment must be maintained from the taxiway centerline to ensure wingtip clearance for the largest aircraft allowed to taxi on the associated taxiway. In the upper fighter ramp parking area and taxiway Golf from taxiway Echo to the northeast connector, a dashed line verses a solid yellow line is used to represent the wingtip clearance line to eliminate confusion with the taxiway centerline.

WING TIP CLEARANCE LINES, UPPER FIGHTER RAMP

STOP BAR:

Single white stripe located on all vehicle access roads leading to runways and taxiways. Vehicles must stop and obtain permission from the tower before proceeding into any radio controlled area via an access road. Stop Bars are used to ensure vehicles stop and look before proceeding.

CONTACT TOWER:

White signs with red and black letter. .

NO UNAUTHORIZED DRIVERS/ RESTRICTED AREA SIGNS:

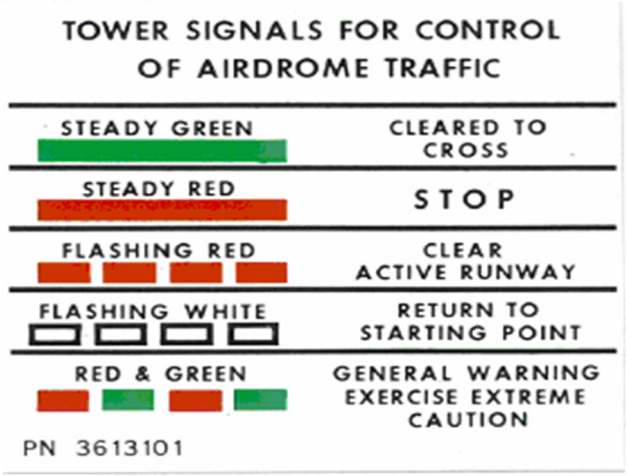
Top: Denotes the Flightline Entry Point.

Middle: Denotes you are entering a controlled area.

Bottom: Denotes No Unauthorized Drivers.

RESTRICTED AREA/ENTRY CONTROL POINT:

A solid red line used to designate restricted areas. Vehicles requiring access to or from restricted areas will do so in designated entry/exit control points (ECP). All personnel entering restricted areas must have a valid restricted area badge authorizing access to the area in question or an escort who has proper access.



TOWER LIGHT GUN SIGNALS:

Various light signals used to control aircraft and vehicles on the airfield when communications can not be established.

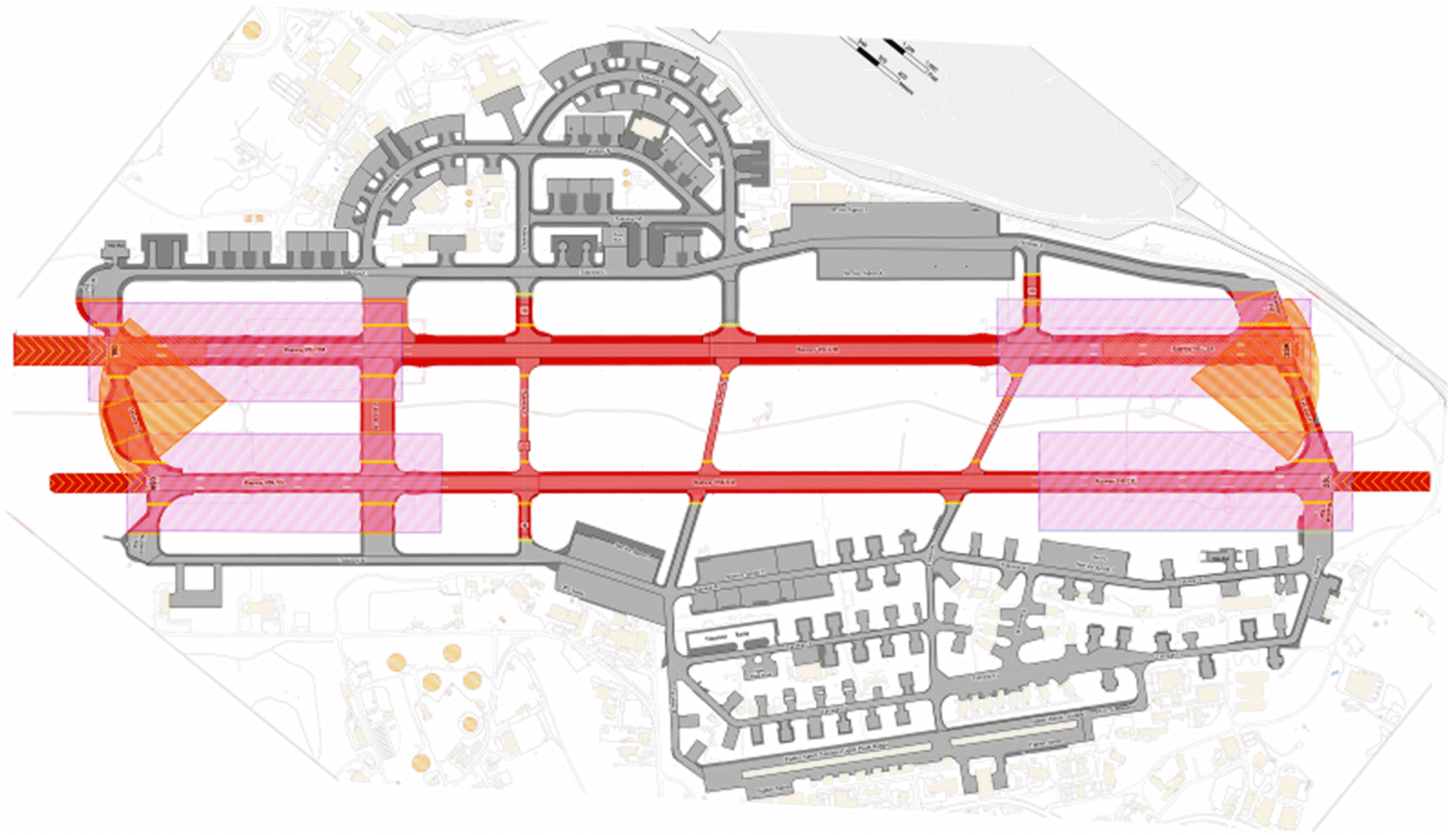
FOD Check:

Located on airfield entry points and centerline road, drivers must stop at this sign and perform a FOD Check.

Attachment 7

KADENA AB AIRFIELD DIAGRAM (RCA)

Figure A7.1. Kadena Air Base Airfield Diagram.

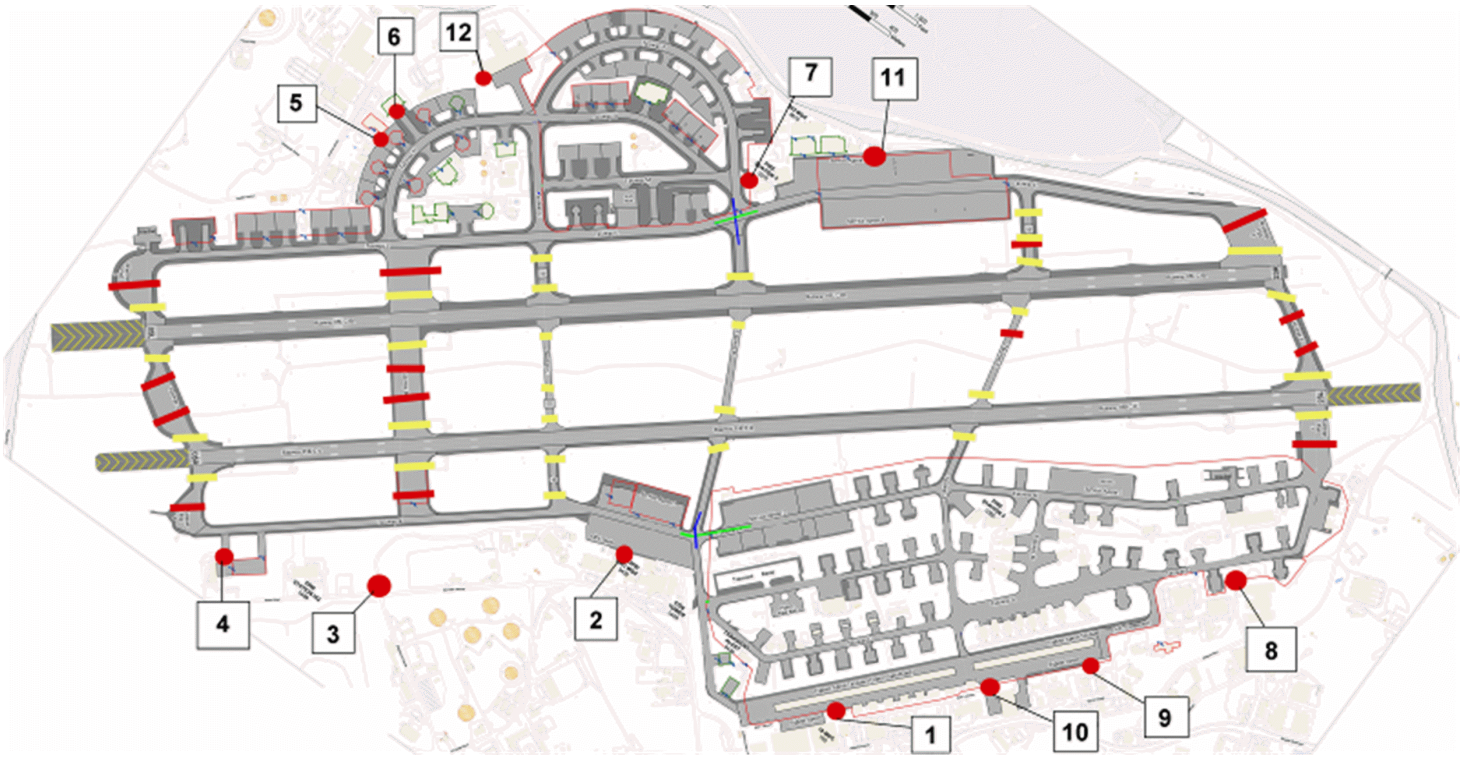


The area highlighted in red is the Radio Controlled Area.

Attachment 8

KADENA AB AIRFIELD DIAGRAM (ECP AND HOLD LINES)

Figure A8.1. Kadena AB Airfield Diagram (ECP and Hold Lines).



1. AGE Line Gate
2. AMC Cargo Yard
3. POL (Peace/McKennon Rd)
4. Bldg 3490
5. Bldg 3520
6. Bldg 3534
7. Bldg 3667
8. Bldg 3384
9. ECP 5
10. ECP 4
11. Bldg 3672
12. 82 RS

Vehicle traffic flow rules apply to the entire airfield.

Attachment 9

RADIO CONTROLLED AREA (RCA) PHRASEOLOGY

A9.1. Techniques and Instructions Used on The Airfield.

A9.1.1. Vehicles requesting into the RCA area will stop at the "INST" hold line (if there is one) and wait for approval.

A9.1.2. When requesting access on the runway, you must state the requested access point and should include destination and expected duration.

A9.1.3. Some runway crossing approvals may be issued as "without delay". This means the tower has approved your operation using minimal time on the runway. If you are crossing the runway DO NOT STOP. If you expect to use more than minimal time on the runway or you are unable to proceed "without delay", hold short and advise the controller. If the controller clears you to cross the runway before you have made your request and you need access on the runway instead of crossing, hold short and advise the controller.

A9.1.4. Any approval "up to, but not on runway" is an approval inside a 100 feet, distance from the runway edge. This is not approval to go onto the runway or any hard surface of the runway e.g., the paved runway shoulders.

A9.1.5. "Center line road" is part of the RCA.

A9.1.6. During inclement weather conditions (blue taxiway lights will be on/2 mile visibility and 800 foot ceiling), do not go past the Instrument Hold Lines ("INST") or in the critical areas indicated on the airfield diagram without specific approval from the control tower. **NOTE:** This will encompass "center-line road" access points at taxiways Alpha, Bravo, and Foxtrot.

A9.1.7. If on a runway or taxiway and you observe the runway or taxiway lights flashing on and off, exit immediately and contact the tower. You may be experiencing radio difficulties and can not hear the instructions to exit the runway/taxiway.

A9.1.8. Under no circumstances shall a vehicle be driven onto the runway if there is any uncertainty concerning the approval of the request.

A9.2. Example of Initial Call to Tower.

Identify yourself and state your request or advisory.

"KADENA TOWER, BEAR-CAT EIGHT".

The Ground Controller will respond by:

"BEAR-CAT EIGHT, KADENA TOWER".

A9.3. Example of Runway or Helipad Crossing.

VEHICLE: "KADENA TOWER (STATE YOUR CALL SIGN)".

KEADENA TOWER: "(CALL SIGN) KADENA TOWER".

VEHICLE: "KADENA TOWER (CALL SIGN) (TAXIWAY YOU ARE LOCATED ON OR AREA OF THE AIRFIELD YOU ARE LOCATED ON) REQUEST PERMISSION TO CROSS (LANDING SURFACES IN THE ORDER IN WHICH YOU WILL ENCOUNTER THEM)" KADENA TOWER: WILL ADVISE THE VEHICLE TO "HOLD SHORT, LANDING OR DEPARTING TRAFFIC" OR WILL TRANSMIT CROSSING INSTRUCTIONS.

NOTE: If holding instructions are issued the controller may state the reason for the hold. You must repeat all hold short instructions.

"BEAR-CAT EIGHT, AT BARRIER FIVE, REQUEST TO CROSS RUNWAY TWO THREE LEFT". The controller will respond with hold, approval, or "stand by" instructions.

NOTE: If holding instructions are issued the controller may state the reason for the hold.

"BEAR-CAT EIGHT, HOLD SHORT, LANDING TRAFFIC" or "BEAR-CAT EIGHT, PROCEED ACROSS RUNWAY TWO THREE LEFT AT BARRIER FIVE" "REPORT OFF".

A9.4. Example of Access on The Runway.

NOTE: You must state the requested access point and should include destination and expected duration on runway. "SWEEPER SIX, PROCEED ON RUNWAY FIVE RIGHT AT ALPHA REPORT OFF" or "OPS FIVE, PROCEED ONTO RUNWAY TWO THREE RIGHT STAY WEST OF CHARLIE REPORT OFF" or "TALON SIX ONE, PROCEED ACROSS RUNWAY FIVE RIGHT AT DELTA WITHOUT DELAY REPORT OFF".

The controller will issue an approval, hold instructions, or "stand by".

"SWEEPER SIX, PROCEED ON RUNWAY FIVE RIGHT AT ALPHA".

or

"OPS FIVE, PROCEED ONTO RUNWAY TWO THREE RIGHT AT CHARLIE TO BRAVO".

NOTE: Some approvals may be issued as "without delay". This means that you are approved for your operation using minimal time on the runway. If you are crossing the runway DO NOT STOP. If you expect to use more than minimal time on the runway or you are unable to proceed "without delay", hold short and advise the controller. If the controller clears you to cross the runway before you have made your request and you need access on the runway instead of crossing, hold short and advise the controller. "TALON SIX ONE, PROCEED ACROSS RUNWAY FIVE RIGHT AT DELTA WITHOUT DELAY".

A9.5. Example of access "up to, but not on the runway".

NOTE: Any approval "up to, but not on runway" is an approval inside a 100’ distance from the runway edge but do not go on the hard surface shoulder of the runway without specific approval from the controller. “KILOWAT ONE NINE, PROCEED UP TO, BUT NOT ON RUNWAY FIVE LEFT AT DELTA”.

A9.6. Example of Reporting off the Runway.

"BEAR-CAT EIGHT IS OFF RUNWAY TWO THREE LEFT AT BARRIER FIVE".

"SWEEPER SIX IS OFF RUNWAY FIVE RIGHT AT ALPHA".

"OPS FIVE IS OFF RUNWAY TWO THREE RIGHT AT BRAVO".

A9.7. Example of Acknowledging Tower Instructions.

"KADENA TOWER, OPS 1 PROCEEDING ACROSS RUNWAY FIVE RIGHT AT DELTA AND WILL REPORT OFF".

NOTE: NEVER USE THE PHRASES "CLEAR", "CLEARED", OR "CLEARANCE". THESE WORDS ARE USED STRICTLY BY ATC IN COMMUNICATIONS WITH AIRCRAFT ONLY.

A9.8. All acknowledgements and instructions must be reported verbatim back to the tower.

A9.9. Examples of Improper Phraseology.

PHRASES SUCH AS; "CLEARED", "CLEAR", "CLEARANCE", "GO-AHEAD", "OK", OR "GO ON" SHOULD NOT BE USED BY CONTROLLERS AND SHOULD BE VERIFIED PRIOR TO PROCEEDING WITH A REQUEST.

A9.10. Commonly Used Ramp Net Call Signs.

Shogun1- 18 WG/CC

Shogun2- 18 WG/CV

Shogun3- 18 OG/CC

Shogun4- 18 MSG/CC

Shogun5- 18 MXG/CC

Shogun6- 18 MDG/CC

Shogun7- 18 CEG/CC

Shogun8- 18 WG/CCP (Protocol)

Shogun9- 18 WG/CCC(Command Chief)

Shogun10- 18 OG/OGV (SOF)

OZ1- 18 OSS/CC

OZ2- 18 OSS/DO

Tower- 18 OSS/OSAT

Airfield Lighting- 18 CES/CEOIE

Bear-cat #- 18 CES/CEOIG (Number biased on vehicle)

Sweeper #- 18 CES/CEORO (Number biased on vehicle)

ATOC#/ Freight#/ PAX#- 733 AMS/TRO (Number biased on vehicle)

MOC- 18 MOS/MOC

TA # - 18 EMS/MXMTT (Number biased on vehicle)

OPS1- 18 OSS/OSAM Airfield Manager

OPS2- 18 OSS/OSAM Deputy Airfield Manger

OPS3- 18 OSS/OSAM NCOIC Airfield Management Operations

OPS4- 18 OSS/OSAM NCOIC Airfield Management Training

OPS5/OPS6- 18 OSS/OSAM Airfield Management Operations

OPS7- 18 OSS/OSAM Base Flightline Driving Program Manager, Airfield Management

TALON 62- 18 CS/SCMAR Radar Maintenance

TALON 61- 18 CS/SCMAM Airfield Systems

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